



# General Services Administration Federal Supply Service

## Comprehensive Furniture Management Services Federal Supply Schedule 71 11 K

SIN 712-1 Project Management (Furniture/Furnishings Related)

SIN 712-4 Furniture Design/Layout

### **GTM ARCHITECTS, INC**

7735 Old Georgetown Road  
Suite 700

Bethesda, MD 20814

240-333-2000 Phone

240-333-2001 Fax

Contact: Toni Ayres

tayres@gtmarchitects.com

info@gtmarchitects.com

[www.gtmarchitects.com](http://www.gtmarchitects.com)



Contract Number: GS-29F-0023W

Contract Period: May 21, 2010 through May 20, 2020

Business Size: Other than Small Business

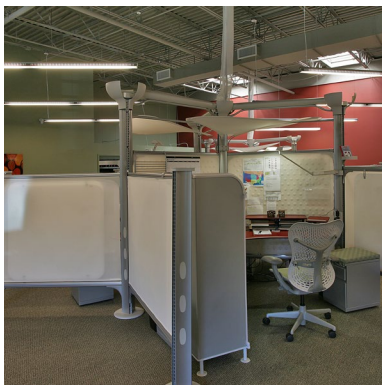
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov). On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



---

## **Table of Contents**

Overview of GTM	3
Project Experience	4-5
SIN Descriptions	6
GSA Awarded Pricing	7
Labor Category Descriptions	7-8
Customer Information	9-11



## Overview of GTM (Corporate Experience)

GTM Architects is an award winning full service architectural design firm established in 1989 with over 26 years of corporate experience. With over 55 professionals, GTM possesses a depth of design expertise in commercial interior design; historic preservation & adaptive re-use; government, institutional & mixed-use development projects in Washington, DC.

GTM offers a complete range of design and planning services including the selection, specification, and implementation of furniture, signage, and graphics programs. GTM is also well versed in the particular requirements of government users, having designed many projects, including SCIF space, through our extensive building owner contacts. In addition Building Information Modeling or "BIM" is an evolving design tool that GTM Architects has found to provide significant design/data benefits

GTM Architects has extensive experience working with local government agencies and private sector development organizations and has been involved in several Planned Unit Developments. We have acquired valuable experience working closely with various local regulatory agencies and community groups. This includes: The Office of Planning; Historic Preservation; Office of Zoning; National Capital Planning Commission; Commission of the Fine Arts; Department of Regulatory Affairs; Department of Transportation; and a host of local ANC's, and community and historic organizations.

GTM is committed to developing creative, responsible design solutions, which enhance the environment. We have made a commitment to incorporate sustainable design technologies in our work. We have LEED Accredited Professionals on our staff, and many of our design solutions have incorporated LEED techniques in the categories of: energy and atmosphere; material and resources; and environmental quality. We are currently leading the design for two mixed-use development projects, which will seek LEED, Silver certification.

In addition, GTM will regularly survey GSA websites such as GSA Advantage and GSA E-buy for business opportunities. In addition, we will continue to update our formal proposal response as required to be competitive. GTM will also team-up with small business subcontractors as appropriate to capture business opportunities with GSA.

## Project Experience

### Department of Homeland Security - US-VISIT

**Project Location:** 1616 N. Fort Myer Drive  
Arlington, VA  
**Contact Person:** Susan Carscadden  
U.S. Department of Homeland Security  
**Telephone#:** 202-298-5054

**Project Description:**

- High level secure facility design and construction administration
- Full building feasibility analysis for significantly increasing I.T. server equipment capacity and protection.
- Full floor workstation phased realignment to allow for a 20% population density increase on an occupied floor
- Multi-floor Tenant signage

**Project Size:** 100,000 SF  
**Relevant Cost to SIN 712-1:** Project cost not available at this time

**Relevant work Performed under SIN 712-1:** Full Design Services, Relocation and increasing office space and similar facilities.

**Completion Date:** Est. Spring 2009

### Guardian Realty

**Project Location:** 6000 Executive Drive, Suite 400  
Rockville, MD  
**Contact Person:** Brian Lang  
Guardian Realty  
**Telephone#:** 301-770-5930

**Project Description:**

The 15,000 square foot corporate office headquarters of Guardian Realty Investors, LLC is located in their newly renovated office tower in North Bethesda, MD. The former medical building got a much-needed modernization and locating their main office here showed Guardian's commitment to transforming older commercial properties to Class "A" office space. The design challenge for this project was to update Guardian's image to mesh with their growing presence in the Washington Metropolitan Development market by creating a space that feels open, contemporary, and inviting. This was achieved through careful planning and the use of modern materials including sandblasted glass, stainless steel, anigre and white lacquer millwork. The project scope also included complete furniture services as well as branding and wayfinding for the building.

**Project Size:** 15,000 SF  
**Relevant Cost to SIN 712-1:** \$84,245.50

**Relevant work Performed under SIN 712-4:** Complete Furniture Services, Interior Design and Product Specification.  
**Completion Date:** 2007

## **Dirak**

**Project Location:** 22560 Glen Drive  
Sterling, VA  
**Contact Person:** Jeffrey Snell, Controller  
**Telephone#:** 703-378-7637

### **Project Description:**

At Dirak's new U.S. headquarters in Sterling, VA, the objective was to transform the existing office labyrinth into a dynamic collaborative expanse. Light, implied line, and vibrant color create wonderfully compelling common areas. While the design is organized and efficient, it is also an organic and comfortable workplace, which engages the senses and motivates its users, resulting in higher productivity and greater economic potential.

**Project Size:** 9,323 SF  
**Relevant Cost to SIN 712-4:** \$80,516.85

### **Relevant work Performed**

**under SIN 712-4:** Complete Furniture Services, Interior Design and Product Specification.  
**Completion Date:** 2007

**Awards:** 2008 ASID Honorable Mention in Commercial Interiors, Maryland Chapter

## **International Corporate Firm**

**Project Location:** 2 Bethesda Metro  
Bethesda, MD  
**Contact Person:** William Walsh  
**Telephone#:** 312-441-6823

### **Project Description:**

This International Corporate firm originally occupied floors 5 and 6 of their current building and had additional under-utilized space at another building. In an effort to consolidate, they acquired 1/2 of the 4th floor, vacated the other building and decided to design from scratch. GTM's approach was to consolidate secondary/tertiary support areas and make sure that departments were grouped logically for increased collaboration, efficiency and productivity. The scope included reducing the number of galley/copy/file combo areas to one and making that singular area extremely efficient; centralizing filing systems; converting the balance of "core" space to full glass conference rooms and implementing a space plan/layout using new smaller, more efficient systems furniture to increase population. Additionally, an adjacency study was performed and realignment of the floors grouped department heads with staff, and departments that worked closely with another were relocated together. A non-descript 5th floor office space without access to natural light was transformed into a dynamic, multi-purpose assembly for 200+ employees without disruption to the occupied floor, thus creating an "Imagination Room" prototype. Selected finishes are environmentally friendly in keeping with the client's philosophy.

**Project Size:** 55,000 SF  
**Relevant Cost to SIN 712-1:** \$84,245.50

### **Relevant work Performed**

**under SIN 712-4:** Complete Furniture Services, Interior Design and Product Specification.  
**Completion Date:** 2008

**Awards:** 2009 ASID MD First Place for Commercial Interiors

## **SIN Item Descriptions**

### **(SIN) 712-1 Project Management (Furniture/Furnishing Related)**

GTM will provide GSA customers with comprehensive management support services for projects covering design, reconfiguration, relocation, and re-sizing of office spaces and similar facilities.

The services include but are not limited to:

- Development of project management plans and implementation strategies
- Development, management and coordination of project phasing
- Identification of significant issues related to the project
- Assistance in preparation of budget requirements for the design, acquisition, delivery and installation of the furnishing and equipment
- Management of interior design process
- Ensuring compliance with applicable codes and regulations
- Oversight of deliveries and installations to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan
- Management of logistics of interior renovations and furniture installation
- Determination of feasibility by space forecasting and building analyses

### **(SIN) 712-4 Furniture Design/Layout**

GTM will provide GSA customers with complete interior architecture/design services such as space planning, and furniture consultation.

The services include but are not limited to:

- Evaluation of customer's overall space and furniture requirements, existing inventory, space standards, the functional environment, workflow and special space or electrical/data requirements.
- Formulation of design solutions.
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.
- Providing documentation in printed and electronic formats.
- Production of drawings and other documentation containing sufficient detail of design intent for use by all other parties, such as electricians, furniture installers, etc.
- Development of furniture, furnishings and equipment specifications.
- Coordination and obtaining plan approval by the customer agency and its sub-components.

## GSA Awarded Pricing

<b>Labor Category</b>	<b>GSA Hourly Rates*</b>
Principal	\$139.63
Senior Project Manager	\$112.84
Senior Professional	\$95.91
Professional	\$77.57
Cad Technician	\$71.93
Administration	\$48.66



\* GSA rates are inclusive of 0.75% IFF (Industrial Funding Fee)

## Labor Category Descriptions

### **Principal**

**Responsibilities:** Manager in firm responsible for project strategy, staffing, policies, contracts, and resources to ensure successful project completion. Serves as executive liaison for the client and project team.

**Qualifications:** Typically at least a four-year degree and 15 years of relevant experience. Certification or registration in design-related field.

### **Senior Project Manager**

**Responsibilities:** Responsible for providing project leadership to develop the strategy to execute the project, control budget and schedule, manage other team members, and ensure quality control. Serve as the communication lead for the client and the project team.

**Qualifications:** Typically at least a four-year degree and more than 8 years of experience. Certification or registration in design-related field.

### **Senior Professional** (includes Senior Project Designer and Senior Project Architect)

**Responsibilities:** Responsible for leading the research, data-gathering, synthesis, and analysis phases of management consulting projects, and working with the Project Manager to formulate recommendations. Participates in most presentations to clients. Typically provides day-to-day leadership of individual tasks.

**Qualifications:** Typically at least a four-year degree and more than 6 years of experience. Certification or registration in design-related field.



**Professional** (includes Project Designer, Project Architect and Senior Project Coordinator)  
Responsibilities: Responsible for supporting Project Manager or Senior Professional in technical excellence for the project. Typically performs detailed data gathering and key research, perform calculations, and prepares drafts of project deliverables. Responsible for the efficient writing of the section of project deliverables, preparation of data tables, and quality control and review.

Qualifications: Typically at least a four-year degree and more than 4 years of experience. Certification or registration in design-related field.

**Cad Technician** (includes Project Coordinator)  
Responsibilities: Provides non-technical, routine, and basic support for assigned projects. Completes detailed drawing from sketches, plans, specification, and written and verbal instructions using computer-aided drafting programs.

Qualifications: Typically at least a four-year degree and more than 2 years of experience.

**Administration** (Clerical)  
Responsibilities: Provide office support to the project team. Responsible for managing project office, general office machines, and systems, including data entry, email, filing, copying, scanning, mail processing and routing, and organizing, producing and monitoring updates of reports.

Qualifications: Typically at least a high school degree and more than 2 years of relevant experience.





## Customer Information

- 1a. **Awarded special item numbers**  
 SIN 712-1 Project Management  
 (Furniture/Furnishing Related)  
 SIN 712-4 Furniture Design/Layout  
 See page 6 for item descriptions.
- 1b. **Lowest Price Model Number**  
 N/A
- 1c. **Hourly rates and labor category descriptions**  
 See Pages 7-8
2. **Maximum order**  
 \$500,000.00 NET
3. **Minimum order**  
 \$100.00 NET
4. **Geographic coverage**  
 Domestic only
5. **Points of production**  
 Bethesda, Montgomery County, MD
6. **Discount from list prices**  
 30% from list prices/brochure dated December 1, 2014
7. **Quantity discount**  
 5% over \$100,000
8. **Prompt payment terms**  
 2%-20 day, Net 30 days
- 9a. **Government purchase cards accepted at or below the micro-purchase threshold:**  
 Yes
- 9a. **Government purchase cards accepted above the micro-purchase threshold:**  
 Yes
10. **Foreign items**  
 None



**11a. Time of delivery**  
30 Days of ARO

**11b. Expedited delivery**  
Contact contractor

**11c. Overnight and 2-day delivery**  
Contact contractor

**11d. Urgent Requirements**  
Contact contractor

**12. F.O.B. Point(s)**  
Destination

**13a. Ordering address**  
GTM Architects, Inc.  
7735 Old Georgetown Road, Suite 700  
Bethesda, MD 20814  
T 240-333-2000  
F 240-333-2001

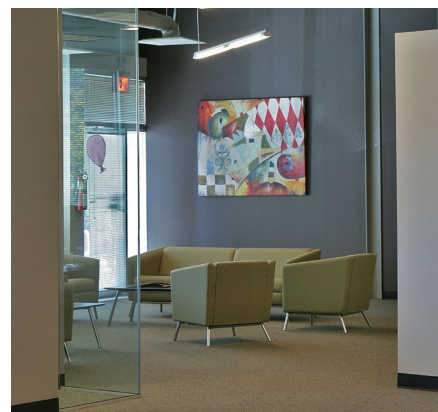
**13b. Ordering procedures**  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).

**14. Payment address**  
GTM Architects, Inc.  
7735 Old Georgetown Road, Suite 700  
Bethesda, MD 20814  
T 240-333-2000  
F 240-333-2001

**15. Warranty provision**  
Contractor's standard commercial warranty

**16. Export packing charges (if applicable)**  
N/A

**17. Terms and conditions of government purchase card acceptance**  
Contact contractor



18. **Terms and conditions of rental, maintenance, and repair**  
N/A
19. **Terms and conditions of installation**  
N/A
- 20a. **Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices**  
N/A
- 20b. **Terms and conditions for any other services**  
N/A
21. **List of service and distribution points**  
N/A
22. **List of participating dealers**  
N/A
23. **Preventive maintenance**  
N/A
- 24a. **Special attributes**  
Contact contractor
- 24b. **Section 508 compliance**  
N/A
25. **Data Universal Numbering System (DUNS) Number**  
785698424
26. **SAM Database**  
Registered and updated

